



Appomattox County, Virginia

Purchasing Office

P.O. Box 863, 153-A Morton Lane, Appomattox, VA 24522
(434) 352-2637 www.AppomattoxCountyVA.gov

Date: April 20, 2016

Project Name/Description: Health Department Window, Door & Shutter Replacement

IFB Number: 16-003

1. Introduction

Appomattox County will receive sealed bids for the replacement of windows, doors and shutters for the Appomattox County Health Department Building located at 475 Court Street, Appomattox, Virginia 24522.

All bidders shall abide by all applicable State and Federal laws and be licensed to provide the requested services in the Commonwealth of Virginia.

Appomattox County will not discriminate against any bidder due to race, religion, color, gender, national origin, age, disability, or any other basis prohibited by the laws of the Commonwealth of Virginia relating to discrimination in employment.

2. General Information and Bid Timetable

A. The following timetable is anticipated for contract award:

April 20, 2016	IFB Issued
April 28, 2016	Pre-Bid Conference @10:00 AM
May 12, 2016	Bids Due by 2:00 PM EDT Immediate Public Opening
Week of May 16th, 2016	Anticipated Awarding of Contract

B. Questions concerning either the procurement process or the scope of work should be directed in writing via email to:

John Spencer, Purchasing Agent
Appomattox County, VA
email: john.spencer@appomattoxcountyva.gov

C. All responses to inquiries will be in writing and will be provided to all known prospective bidders via email.

- D. Bidders are responsible for familiarizing themselves with the conditions and objectives of the proposed scope of work. To assist with this, a non-mandatory **Pre-Bid Conference** will be held at the Appomattox County Health Department Building, 475 Court Street, Appomattox, VA 24522 at **10:00 AM on Thursday, April 28, 2016**. Contact the Purchasing Agent by email (john.spencer@appomattoxcountyva.gov) to schedule an appointment during any other times.
- E. Successful bidder shall furnish all supervision, labor, tools, appliances, equipment, supplies, and other accessories necessary to perform the scope of work.
- F. It is intended that the successful bidder shall perform all work under this contract with the successful bidder's own forces and shall not sublet any portion of the work. The contract hereby becomes non-assignable.
- G. Invoices shall be addressed to:

Appomattox County Finance Office
P.O. Box 863
Appomattox, VA 24522
- H. Any changes in scope or instructions will be emailed to known prospective bidders. Each bidder is responsible for determining that all addenda issued by the County have been received and shall acknowledge receipt of all addenda on the bid form. All addenda so issued shall become part of this IFB and any resulting contract documents.

3. Scope of Work

The successful bidder must, in a timely manner, complete the following activities:

- A. Removal of all existing exterior windows and installation of Atrium or similar quality vinyl windows with Low E argon gas and internal grids.
- B. Removal of all existing exterior shutters and installation of new vinyl shutters at each window.
- C. *Add Alternate #1:* Removal of existing double door in basement and installation of new fiberglass double door.
- D. *Add Alternate #2:* Wrap the raised wooden panel below each window with aluminum.
- E. *Add Alternate #3:* Remove the raised wooden panel below each window and replace with a raised composite panel of similar appearance.
- F. *Add Alternate #4:* Scrape, prepare and paint the raised wooden panel below each window.

4. Preparation and Execution

- A. During removal operations, have sufficient and suitable materials on-site to facilitate rapid installation of temporary protection in the event of unexpected rain.
- B. Inspect all wood for rot, and in consultation with the County, replace all damaged wood encountered.
- C. Do not allow demolished materials to accumulate on-site. At this time, the County expects to have a solid waste container onsite, with transportation and disposal costs being borne by the County.

5. Qualifications

- A. Each bidder must provide the name, address, telephone number and contact person for at least three (3) other firms or government agencies for whom this type of work has been performed in the past twelve (12) months. ***Bid packages returned without this completed form will be considered as incomplete and the bidder will be disqualified.***
- B. Appomattox County will consider, in determining the qualifications of a bidder, his record in performance of any contracts for the services into which he may have entered with the County or with other public bodies or corporations; and, Appomattox County expressly reserves the right to reject the bid of such bidder, if such record discloses that said bidder, in the opinion of the County, has not properly performed such contracts or has habitually and without just cause neglected the payment of bills, or has otherwise disregarded his obligations to subcontractors, suppliers or employees.
- C. Appomattox County will make an investigation as to the ability of the bidder to perform the work. Appomattox County reserves the right to reject any bid, if the evidence submitted by, or investigation of bidder, fails to satisfy the County that such bidder is properly qualified by experience and financial status to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.

6. Bid Submission

Bids are due by **2:00 EDT on Thursday, May 12, 2016**. Instructions for submitting the bid are found in the *General Terms and Conditions – Instructions to Bidders* attached to and made part of this IFB.

7. Changes to Scope or Instructions

Any changes in scope or instructions will be emailed to prospective bidders at email addresses previously provided by each bidder and uploaded to the County's website (www.AppomattoxCountyVA.gov). Each bidder is responsible for determining that all addenda issued have been received and shall acknowledge receipt of all addenda in the space provided on the Bid Form or by returning a copy of each signed addendum. Failure to do so may result in rejection of the bid. All addenda so issued shall become part of the IFB and any resulting contract documents.

8. County Right to Accept or Reject Bids

Appomattox County reserves the right, at any time prior to award of the contract, to reject any and all bids, to make no award, and/or to issue a new Invitation For Bids, or make modifications, corrections, or additions to the information contained herein.

9. General Terms and Conditions

The County's *General Terms and Conditions* are attached to and made part of this Invitation to Bid.

10. Instructions to Bidders

The County's *Instructions to Bidders* begins on Page 11 of the attached *General Terms and Conditions*. To be valid for consideration, bids must be completed and submitted in accordance with these Instructions to Bidders.